

Use of non-Alphanumeric Characters in the Import Templates for the CPRT and CPRTF

NOTE: These additional instructions apply to users who are NOT using Microsoft Excel to generate *.csv. files to upload into the CPRT or CPRTF

The Consumer Products Reporting Tool (CPRT) and Consumer Products Reporting Tool for Formulators (CPRTF) allow uploading of product information from prepopulated templates, which are available for download in Microsoft Excel format from the 2013 Survey webpage. After entering all of the information into the templates the user must save the files in a CSV(Comma delimited)(*.csv) file type, which can then be uploaded into CPRT or CPRTF. Users may also use other applications to view the import template, such as a text editor, a database program or another spreadsheet program, to generate a *.csv file for the upload. For cases where the user does not use Excel, special attention should be used when entering the non-alphanumeric characters listed below to ensure that the data is uploaded correctly:

,	comma	&	ampersand
:	colon	%	percent sign
;	semicolon	#	number sign
/	forward slash	\$	dollar sign
\	backslash	`	accent mark

Using special characters when populating Excel template to generate *.csv files

Whenever a special character is used to make a data entry in a text field of Excel template, the program will automatically add double quotation marks [“ ”] to prevent errors in the CPRT and CPRTF when data is uploaded as a *.csv file. Special characters can be used when entering data into Excel template to generate *.csv files for uploading into CPRT or CPRTF. However, the user should avoid manually adding double quotation marks around a text entry if special characters are used in the text.

The user can check if double quotation marks were indeed added to text entries with special characters by right clicking on the saved file, choosing “Open With” and selecting Notepad as the program with which to view the file.

Using special characters when populating files in other formats to generate *.csv files

If template format other than Excel is used to enter data to generate *.csv files for uploading into CPRT or CPRTF, the user would need to add double quotation marks around the entire text entry that contains special characters listed above. This

requirement applies to data entered into the following text fields of CPRT and CPRTF templates.

Present in Product Fields Template:

ProductName
GroupName
FormulaName
WhoProvidesFormula
SalesDataMethod
ProductDelivery
ProductForm
ProductRelation
FragranceName
FragranceFormulator
FragranceTracking
Diluent
Comment

Present in Ingredient Fields Template:

FormulaName
ChemName
TradeName
Manufacturer

If there are further questions about these instructions, please email:

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